

**Solicitation Number 06-0002-01**  
**Support Service for the Office of Naval Research (ONR) for the Comptroller's Office**  
**(Code 08)**

The statement of work, order information, proposal submission requirements, and evaluation information are set forth below. Proposals from holders of ONR Multiple Award Contracts (MATOC) for support services under CLIN CLIIN 0002 – Business and Financial Support Services are due by 2:00 PM (local), Friday, 17 November 2005.

**1.0 Background**

The Office of Naval Research Comptroller has a dual role as ONR Comptroller (Budget Submitting Office (BSO)) and as Responsible Office (RO). In its role as BSO, the ONR Comptroller's Office is responsible for budgeting, accounting, and managerial and fiduciary reporting for the Department of Navy (DON) Science and Technology (S&T) Program and other funding directly controlled by ONR. As the RO, the Comptroller's office has broad responsibilities for budget execution, reporting, and analysis for the DON Research, Development, Test and Evaluation (RDT&E) appropriation.

This is a continuing requirement. The incumbent is Noesis, Inc., under Order Number 0011 of N00014-99-D-0505.

**2.0 Statement of Work**

**2.1 Objective**

The Office of Naval Research Comptroller requires contractor support which reflects the unique breadth of headquarters responsibilities. The ONR Office of the Comptroller has a dual role as ONR Comptroller and as Responsible Office (RO) for the entire \$17B Department of the Navy (DON) RDT&E appropriation. The contractor team will support both of these roles at the BSO level for the DON S&T program (about \$1.7B) and other category RDT&E programs (\$1.0B) and at the RO level for the entire \$17B DON RDT&E appropriation by preparing budget exhibits, allocating Navy and DoD funding, and (at the BSO level) budget execution. The contractor shall assist in the preparation, analysis, and review of budget exhibits and adhoc budget execution reporting in support of the Naval/DoD S&T portfolio to address the most responsive and promising technology opportunities and solutions. In this effort, the contractor team shall coordinate with ONR staff (Comptroller and Program Office) as well as external Navy and DoD staff including DON Secretariat staff, Office of the Secretary of Defense staff, and Navy Major Commands and Field Activities executing S&T and RDT&E funds concerning budget execution, budget formulation, and reporting. Knowledge of these processes and the systems required to accomplish these tasks as well as required coordination and synergy among the various staffs is expected.

**2.2 Scope**

The contractor will be responsible for providing the following financial support services to ONR Code 08.

- Prepare budget allocations for Navy and Defense-Wide RDT&E funds in compliance with ONR, Navy and DoD regulations as well as statutory limitations.
- Prepare call letters budget exhibits, and the Tri-Annual review of Unliquidated Obligations.

- Prepare various Special Interest and RDT&E budget exhibits in compliance with applicable Navy and DoD policy/guidance. Prepare ONR internal budget exhibits and justifications.
- Provide budget and execution analysis identifying inconsistencies in program plans as well as budget estimates.
- Prepare financial briefs, spreadsheets, information and policy papers, as well as financial reports.
- Provide meeting and activity/project coordination and reporting
- Identify business process improvement opportunities.
- Prepare draft business and planning documentation including Comptroller and ONR Instructions.

## **2.3 Technical Tasks/Requirements**

The contractor shall provide the following services.

### **2.3.1 Prepare draft business and planning documentation.**

- Prepare the draft Federal Technology Transfer data call letter. Gather and analyze data from multiple sources to complete the "Admirals Two-Pager" and "Pocket Guide" reflecting actual execution and President's Budget data. The "Admirals Two-Pager" and "Pocket Guide" are concise, comprehensive financial reference documents used by the Chief of Naval Research and other executive leadership within ONR.
- Update and maintain the Congressional Committee Tracker to reflect the Authorization and Appropriation Committee reports for both Houses of Congress as well as the impact of post appropriation actions such as Congressional Undistributed Reductions and Base for Reprogramming Actions (DD 1414) actions.
- Maintain tracking system to track status of allocations and to maintain 48 hour turn around goals. Work with ONR 823 comptroller staff to create and maintain web-based tracker for allocation changes. Tracker keeps a history of all requests for allocations to ensure all transactions are done in a timely manner and reporting can be done for ONR 823 Branch Head.
- Draft and staff changes to the ONR Organization Manual (ONR Notice 5430) that reflect changes to the Office of the Comptroller organization. Draft and staff other ONR instructions such as ONR Work Schedule Instruction.

### **2.3.2 Develop draft budget formulation input for submission to DON, DoD, and Congress.**

- Prepare data call for Special Interest Budget Exhibits.
- Collect inputs from multiple BSOs. Conduct budget analysis for various Special Interest exhibits such as the Combating Terrorism Exhibit (CBT-1) and the PB-52A Aeronautics budget exhibits and submitted the approved exhibits to ASN(FM & C).
- Review and prepare R-2/3/4 Budget Exhibit for ONR RDT&E,N Programs for the DoD budget cycle.
- Track release of Congressional Plus-up funds and update Congressional trackers. Compare ONR's Congressional Tracker to actual ASN(FM&C) allocations in DON's Program Budget Information System (PBIS) budget controls at the program element (PE), Project and Plus-Up level. Identify any discrepancies and the changes required to balance the databases. Work with other ONR 08 Budget Analysts to provide justification to ASN(FM&C) for realignments. Compare Congressional Tracker information to the ONR 08 Execution website, and information on corresponding reports to validate accuracy of data.

- Provide source financial data that is used for the annual National Science Foundation Survey of RDT&E Funding, the annual Budget Object Class System input, and a Base Realignment and Closure data call.

#### 2.3.3 Develop draft responses to Congressional inquiries, Navy, DoD and other government agency questions.

- Develop a series of five financial briefing slides for each Science and Technology program element (over 140 slides) for the President's Budget Congressional staff briefings.
- Support the Navy Workload Validation and Assessment, R&D/Warfare Centers Review Team: Gathered the Office of Naval Research input to the Research & Development / Warfare Center working group of the Navy Workload Validation and Assessment Team. Draft briefing slides and issue papers for each ONR initiative for the Chief of Naval Research, co-chair of Assessment Team.
- Work with the ONR 08 IT development team to maintain the ONR Congressional release paper website. Work with ONR and ASN(FM&C) staff to coordinate presentation of Congressional Plus-up funding release oral briefs to the ASN(FM&C) staff via teleconference. Track all Congressional plus-ups through the briefing process.

#### 2.3.4 Provide and conduct financial accounting and management support services.

- Prepare funds allocation documents using the Program Budget Accounting System (PBAS) for claimants throughout the Navy. Prepare supplemental allocation reports included as supporting documentation for to the PBAS document. Enter allocation data into Microsoft Access database in order to prepare supplemental allocation reports. Use of DoD's Program Budget Allocation System, ONR's Budget Allocation System and S&T Allocation System is required.
- Prepare the Missile Defense Agency/Defense-Wide month-end financial reports and distribute the approved reports to claimants. Analyze data from claimants in order to verify funding for return to OSD during the Tri-Annual Review. Use of Navy's Standard Accounting and Reporting System (STARS), Computer Optimized Batch Reconciliation Application (COBRA), and ONR's Integrated Naval Research Information System (INRIS), Execution Website is required.
- Complete and submit approved Tri-Annual review report to DOT&E. Prepare and issue spreadsheets, data calls to claimants for the Washington Headquarters Service (WHS) portion of the Tri-Annual Review of Unliquidated Obligations. Prepare spreadsheets and data call for the Defense-Wide 0400-1104 funds Tri-Annual Review of Unliquidated Obligations. Use of Navy's STARS, COBRA, and ONR's INRIS, Execution Website is required.
- Analyze obligation and expenditure rates for 0400/0450/0460 appropriation funds allocated to Navy claimants and submitted program element level report to the Office of the Secretary of Defense (OSD). Prepare spreadsheets reflecting authorizations, obligations and expenditures. The spreadsheets are used for the MDA, WHS, and OSD DOT&E congressional briefs and mid-year execution review. Use of Navy's STARS, COBRA, and ONR's INRIS, Execution Website is required.
- Calculate High and Low Maximum Reprogramming Limitation (MRL) of program elements to verify that allocations are within legal reprogramming levels. Use of Navy's STARS, COBRA, and ONR's INRIS, Execution Website is required.
- Through direct coordination with Defense Finance and Accounting Service (DFAS), monitor and track DFAS billings credited to ONR and Research, Development, Test and Evaluation, Navy (RDT&E,N) accounts. Advise the Comptroller of the current

status of billings and projected DFAS estimates through the end of the fiscal year. The Comptroller uses this information in discussions with DFAS concerning the Comptroller's desire to stay within Department of Defense and Navy Comptroller financial benchmarks. This is an ongoing effort that requires close attention to preserve scarce fiscal resources. This ongoing effort allows the Comptroller to determine appropriate course of action to reallocate funding within budget guidance and sound fiscal practices.

#### 2.3.5 Facilitate and participate in business and financially related Integrated Product Teams (IPTs), special advisory boards, off-sites, working groups, audit teams, etc.

- Participate in the weekly ONR 08 Staff Meeting, a meeting between the Comptroller and ONR 08 supervisory staff.
- Member of the ONR 08 Information Technology Working Group. The Information Technology Work Group (ITWG) advises the Comptroller on information technology (IT) issues relating to the department. As a member of this group, provide expert advice, assistance, and counseling in support of the department's organizational and business improvement efforts. Focus is on identifying web-based data tools (currently numbers over 500 web pages) that facilitate and improve ONR 08 business practices.
- Participate in information briefings for the ONR Comptroller. Participate in the program mid-year and year-end execution reviews.
- Provide support and recommendations to the team assigned the task of developing a process and web based tool to regularly review outstanding commitments. The goal of the review process is to quickly identify outstanding commitments and take necessary action to obligate the funds.

#### 2.3.6 Provide support in business transformation, business process design, and process improvement.

- Develop database queries that quickly, reliably, and accurately return data used for the annual National Science Foundation (NSF) DoD RDT&E Funding Survey. Develop processes to identify and correct data errors on an on-going basis throughout the year. This improves the NSF Report compilation process by shifting the emphasis from data collection to data analysis. These queries have been chosen to serve as the basis of all performer related data queries within the Office of Naval Research.
- Facilitate business process development and design for electronic document management within ONR 08. Coordinated activities relating to conversion of existing Funding Documents from paper to electronic format. The effort deals with the development underlying business processes that rapidly, efficiently, and accurately file and maintain the electronic documents and the near term issues of transitioning from paper to electronic format by scanning thousands of paper documents. Initiate and facilitate discussion that lead to development of the paperless business processes. Develop Oracle/Crystal Reports to enable the new paperless processes.

### 2.4 **Reports Data and Other Deliverables**

The contractor shall provide Monthly Progress and Management Report(s) and an Annual Summary Report.

2.4.1 Monthly Progress and Management Report(s). The Contractor shall provide monthly progress and management reports. The report is due by the 28<sup>th</sup> of every month and shall include the hours and cost charged against the Order per individual on the contract along

with a discussion of specific work items accomplished during the reporting period and a forecast of work products for the coming month. Contractor format is acceptable.

2.4.2 Annual Summary Report. The contractor shall prepare an annual summary report. The report is due within 30 days after the annual anniversary date of the order or option award. Contractor format is acceptable.

2.4.3 Allocations. The contract shall prepare Defense-Wide and ONR Allocations in accordance with Navy/ONR allocation and reprogramming policies within established timeframes for implementation upon approval. The contractor shall update management information systems (MIS) and reports required as supporting documentation in the allocation packages. The contractor shall ensure data maintained in the MIS is accurate and balances to the Program Budget Information System as well as the official accounting and allocation systems.

### **3.0 Personnel Requirements**

#### **3.1 Personnel Qualifications**

The Contractor shall provide qualified personnel to manage and execute all aspects of the statement of work. The following skill sets are anticipated to support the tasks:

3.1.1 All personnel must be familiar with Microsoft Excel, Microsoft Word, Microsoft Access, Internet e-mail. General knowledge of relational database concepts and applications such as Oracle Discover and DON Program Budget Information System is desired.

3.1.2 Senior Financial Program Manager. A Graduate degree from an accredited university and minimum of fifteen (15) years experience in acquisition, requirements, budget, and policy within systems commands, service and secretariat staffs. The candidate requires a thorough knowledge and understanding of the PPBES, Integrated Program Planning, methods and practices. A minimum of eight (8) years experience in positions of difficulty in DoD project management offices is preferred. The candidate should have experience in programmatic, administration, management and financial accountability of technical and/or scientific projects/programs is desirable. The candidate should be able to communicate orally and in writing. A SECRET Security Clearance is required.

3.1.3 Budget Analyst. A Bachelor's degree with a minimum of two (2) years of directly related financial experience is preferred. An equivalent combination of education and experience is acceptable. Equivalent experience includes program analysis, program management, budget analysis, budget formulation, and/or budget execution and reporting. The candidate requires knowledge and understanding of Integrated Program Planning, methods and practices. A minimum of two (2) years experience in positions of difficulty in DoD project management offices is preferred. The candidate should have experience in programmatic, administration, management and financial accountability of technical and/or scientific projects/programs is desirable. The candidate should be able to communicate orally and in writing. A SECRET Security Clearance is required.

#### **3.2 Level of Effort**

3.2.1 The level of effort has been estimated for the proposed contract. Both a one year base period and four 12-month option periods have been defined.

3.2.2 Base Period. The base period of performance will be from time of award through twelve (12) months thereafter. The level of effort anticipated for this period is approximately 3.2 man-years at an average rate of approximately 533 hours per month. A summary of the labor categories and the total anticipated annual hours for the base period is provided below.

<b>Labor Category</b>	<b>Hours Per Year</b>
Senior Financial Program Manager	2,400
Budget Analyst	4,000
Total	6,400

NOTE: (2,000) hours is equivalent to one (1) man-year

3.2.3 Option Periods. The period of performance for each Option period shall be from the effective date of the option exercise through twelve (12) months thereafter. The level of effort anticipated for this period is approximately 3.2 man-years at an average rate of approximately 533 hours per month. A summary of the labor categories and the total anticipated annual hours for this effort is provided below.

<b>Labor Category</b>	<b>Hours Per Year</b>
Senior Financial Program Manager	2,400
Budget Analyst	4,000
Total	6,400

NOTE: (2,000) hours is equivalent to one (1) man-year

3.2.4 The above labor categories and hours are provided as the Government's best estimate of the work to be performed. The offeror may propose the same level of effort (hours and labor categories) or a different level of effort based on its own labor classification system and unique approach to satisfy the Government's requirement. While the Government will consider an alternate level of effort, it is the Government's preference to maximize the estimated labor hours devoted to the direct performance of the technical tasks. To the extent that the level of effort proposed is different than the Government's estimate, the offeror's technical proposal should clearly specify the hours and labor categories proposed for each task in the statement of work.

#### **4.0 Order Details**

**4.1 Contract Type.** The Navy anticipates awarding a cost plus fixed fee level of effort task order.

**4.2 Period of Performance.** The period of performance for the base period shall be from the date of Order through twelve (12) months thereafter. If exercised, the period of performance for each option period shall be from the date of option exercise through twelve (12) months thereafter.

**4.3 Other Direct Costs (ODCs).** Other Direct Costs (including travel, supplies, etc.) are not required to support this task order.

**4.4 Place of Performance.** Work will be performed at the Office of Naval Research located at 875 North Randolph Street, Arlington, VA 22203-1995.

**4.5 Government Furnished Resources (GFR).** The Government will provide information, material and forms unique to the Government for supporting the task. The Government furnished resources necessary to perform the statement of work should be identified and requested through the designated Contracting Officer's Representative (COR).

**4.5.1 Facilities, Supplies and Services.** Basic facilities such as work space and its associated operating requirements (i.e., phones, desks, and utilities) will be provided while working in Government facilities. The availability of any required computer resources while working in Government facilities should be verified in advance with the designated Contracting Officer's Representative (COR).

**4.5.2 Information.** All Government unique information related to this requirement necessary for Contractor performance will be made available to the Contractor. The Contracting Officer's Representative (COR) will be the point of contact for identification of any required information to be supplied by the Government.

**4.5.3 Documentation.** All existing documentation relevant to this task's accomplishment will be made available to the Contractor at the beginning of the task. The Contractor will be required to prepare documentation in accordance with defined guidelines provided by the Government.

**4.5.4 Equipment.** With the exception to the basic facility items noted Subsection 4.5.1, and in accordance with the general guidance in FAR Part 45.102, Contractors are required to furnish all property necessary to perform on Government contracts or orders. PC's should not be proposed as a direct charge under this solicitation.

**4.6 Subcontracts/Consultants.** Contractor may request or propose, on a case-by-case basis, subcontract/consultant support for specific technical tasks.

**4.7 Security Requirements:**

a) Clearance Requirements. During the performance of the effort, the Contractor may be required to have access to, and may be required to receive, generate, and store information classified to the level of SECRET. For personnel, a minimum of a SECRET clearance is required. Any Contractor facilities used in support of this contract must be granted SECRET facility clearances and have the capability to store material classified up to and including SECRET. A DD Form 254 will be required prior to access or production of any classified information. Additionally, Contractor is required to safeguard the information labeled as proprietary.

a) Clearance Requirements. No classified information or requirements are anticipated. The Contractor is required to safeguard the information labeled as proprietary.

b) Privacy Act. All Contractor personnel assigned to this task will have access to information that may be subject to the Privacy Act of 1974. The Contractor is required to ensure the proper safeguarding of such information to prevent unauthorized release.

c) Nondisclosure Agreement. In the course of its work, the selected Contractor will be required to execute a Nondisclosure Agreements (NDAs) as outlined in Section 5.2.1 of this solicitation.

## **4.8 Organizational Conflict of Interest**

### **4.8.1 Safeguarding Information**

The parties acknowledge that, during performance of the contract resulting from this Order solicitation, the Contractor may require access to certain proprietary and confidential information (whether in its original or derived form) submitted to or produced by the Government. Such information includes, but is not limited to, business practices, proposals, designs, mission or operation concepts, sketches, management policies, cost and operating expense, technical data and trade secrets, proposed Navy budgetary information, and acquisition planning or acquisition actions, obtained either directly or indirectly as a result of the effort performed on behalf of ONR. The Contractor shall take appropriate steps not only to safeguard such information, but also to prevent disclosure of such information to any party other than the Government. The Contractor agrees to indoctrinate company personnel who will have access to or custody of the information concerning the nature of the confidential terms under which the Government received such information and shall stress that the information shall not be disclosed to any other party or to Contractor personnel who do not need to know the contents thereof for the performance of the contract. Contractor personnel shall also be informed that they shall not engage in any other action, venture, or employment wherein this information will be used for any purpose by any other party.

## **5.0 Proposal Requirements**

**5.1 Proposal Format.** The Offeror's proposal must be divided into two sections: (1) Technical Proposal, and (2) Cost Proposal. Information for the technical portion shall be a separate and segregable document from the cost proposal. No cost information should be included in the technical section. The length of the technical proposal shall not exceed ten (10) pages, exclusive of resumes. There are no page limits on the number of resumes or the pages of the cost proposal. The proposal should be written and organized to be compatible with the Statement of Work, company's organization and accounting structure, and proposed cost.

(a) Technical Proposal: The technical proposal should include the following: The Offeror's understanding of and approach to the requirement, resumes of proposed personnel, and the amount of proposed hours for personnel. The Offeror should describe specifically how the work activities required to complete the tasks in the statement of work will be done. The Offeror should explain how technical objectives, tasks and deadlines will be determined; how staff responsibilities will be assigned; whether and to what degree consultants and/or subcontractors will be utilized; how the quality and timeliness of work performance will be supervised and controlled; how the Offeror will coordinate with the program office; how a surge capacity will be maintained to meet unanticipated requirements; and how administrative tasks such as travel, security and resource requests will be handled.

The Offeror should include information relative to previous efforts for the same or similar services provided in the past to include contract numbers and Government points of contact where applicable.

The Offeror should explain what corporate facilities are available and would be used in support of the work including computer resources, publication/media materials and equipment where appropriate. The proposal should acknowledge that the Contractor will provide the appropriate IT/telecommunications equipment for the proposed personnel for this task order.



(b) Cost Proposal: The Offeror should submit a cost proposal that itemizes the following proposed costs (as applicable): direct labor (including each labor category with associated proposed hours and hourly rate), fringe benefits, labor overhead, consultants, subcontracts, subcontractor/consultant handling charges, G&A, cost of money, fixed fee and any other relevant cost categories. The Offeror should also include the estimated Travel and ODC amounts set forth in the "Other Direct Costs" section of the solicitation as part of its proposed costs. The base calculation and rates must be provided for all indirect cost items. Subcontract cost information containing the same type of details described above for the prime must be provided either with the proposal (it can be submitted in sealed envelope) or mailed separately before the solicitation due date and time.

If available and applicable, the Contractor should also provide its Defense Contract Audit Agency (DCAA) point of contact, including the Branch Office name, auditor name, phone number and e-mail address.

**5.2 Other Required Documents.** Offerors should be aware that, upon receiving an award, the following additional documentation will be required:

**5.2.1 Non-Disclosure Agreement.** Each employee of the successful Offeror will be required to sign a Non-Disclosure Agreement (NDA) prior to commencing work under this Order. The supervisor/manager of the proposed personnel will also be required to sign the NDA on behalf of the Contractor. A Non-Disclosure Agreement is required for access to the Program Budget Information System. Attachment A is the NDA that shall be used at the commencement of this order.

**5.3 Proposal Submission.** The due date for receipt of proposals for this solicitation is no later than 2:00 pm (Local Time) on Friday, 17 November 2005. All proposals must be uploaded electronically via the "[Upload Proposals](#)" hyperlink, which is under the hyperlink for this solicitation on ONR's MATOC website. (Note: this site restricts the formats of uploaded documents to those in MS Word, MS Excel, or PDF.)

## **6.0 Evaluation Information**

**6.1 Evaluation Criteria.** A Task Order will be awarded to the responsible offeror whose offer represents the best value to the Government. In order to determine which offeror represents the best overall value, offers for individual task orders will be evaluated on the following Technical and Price/Cost Factors:

### Technical Factors

- (1) Past performance on earlier tasks under this and similar contracts
- (2) Proposed personnel
- (3) Management Plan and Technical Approach

### Price/Cost Factors

- (4) Cost

The Government will make a determination of the overall value of each proposal in terms of its potential to best satisfy the needs of the Government, considering both Technical and Cost Factors.

The Offeror's technical capability (as measured by the Technical Factors) and Cost Factor are equal in importance. In regards to the stated Technical Factors, Technical Factor 1 is of the greatest weight; Technical Factors 2 through 3 are equally weighted. Technical Factor 4 is of less value than all other Technical Factors.

In evaluating past performance on individual orders, the procedural requirements in FAR 42.15 are not mandatory. Past performance will be based on the Government's subjective evaluation of the Contractor's performance with previous orders, if any, under this contract and similar contracts.

**6.2 Award.** The Government will award a task order to the responsible Offeror whose offer conforming to the solicitation will be most advantageous to the Government, cost and other factors considered. The anticipated award and start date of this Order is on or about 15 November 2005.

**7.0 Submission of Questions.** Any questions regarding this solicitation must be provided in writing to the Primary and Secondary Points of Contact listed below. Acceptable forms of written question submission include fax and e-mail. Questions submitted less than 72 hours prior to the closing date for proposals may not be answered and the due date for submission of proposals may not be extended.

**8.0 Solicitation Amendments.** Any amendments to this solicitation will be posted along with the solicitation on the ONR website. It is the Offeror's responsibility to regularly check for any postings of solicitations, amendments, and questions and answers under this or any other MATOC Solicitation.

**9.0 Point of Contact.** The Point of Contact for this solicitation is Ms. LaQuia Geathers, e-mail address [geathel@onr.navy.mil](mailto:geathel@onr.navy.mil), and telephone number (703) 588-0475. The secondary point of contract is Mrs. Vera M. Carroll, e-mail address [carrolv@onr.navy.mil](mailto:carrolv@onr.navy.mil), and telephone number (703) 696-2610.

**Non-Disclosure Agreement Regarding Contractor Support  
for the Office of Naval Research**

The undersigned individual, \_\_\_\_\_, agrees, both in his personal capacity and as an employee of \_\_\_\_\_ as follows:

**BACKGROUND**

1. The mission of the Office of Naval Research is to plan, foster, and encourage scientific research and technology development in recognition of their paramount importance in the maintenance of future naval power and the preservation of national security. ONR provides for the continuing technological superiority of U.S. naval forces, by providing the Department of the Navy (DoN) with mission-relevant, affordable new capabilities that create and exploit scientific breakthroughs, respond to fleet requirements, and support strategic U.S. industries. ONR requires contractor technical services and research support in order to meet these requirements. The services/support that may be provided to ONR by contractor personnel include but are not limited to the following:
  - i. Assist ONR personnel in overall technical program management support on matters and issues consistent with ONR sponsored development projects, including assisting in the evaluation of white papers, proposals, program/project planning, investment reviews, technology assessments, data analyses, conference and seminar activities, and financial issues.
  - ii. Provide support in the financial execution of ONR programs. Monitor availability and use of funds. Review financial documents and plans for impact on program objectives and requirements. Prepare internal financial notices, instructions, guidelines and reports. Conduct analyses and provide reports that identify, quantify and evaluate financial execution of accounts and accomplishment of program goals and milestones. Coordinate preparation and review of actual and projected funding estimates, justifications and strategies. Identify deficiencies, excesses, trends and imbalances to assure funds availability. Work with program personnel to expedite financial execution and ensure programmatic benchmarks are met.
  - iii. Draft analyses, presentations, notes, assessments, testimonies, speeches, and other materials on various technical/management topics, as requested, for use by ONR personnel with other internal ONR departments and externally with the Navy staff, Department of Defense, other federal and state agencies and the U.S. Congress.
  - iv. Provide assistance in the areas of information technology to include database design and maintenance, software development, graphics and reproduction, and other allowable materials and services.
  - v. Provide administrative and management support in the execution of ONR programs to include the preparation of official documents and files for execution by Government employees.
  - vi. Provide support on technical, programmatic and operational matters pertaining to the diverse array of technologies investigated and supported by ONR.

2. The undersigned individual is serving as contractor support for ONR. As such, he has and will continue to come into contact with proprietary technical and commercial information. He likewise will have access to sensitive internal information developed by or on behalf of the Government in connection with the accomplishment of ONR's mission.

#### AGREEMENT

1. The undersigned individual agrees that he will not disclose to any individual, company, or Government Representative<sup>1</sup> any information<sup>2</sup> relating to current or proposed Navy budgetary information, acquisition planning or acquisition actions, obtained either directly or indirectly as a result of the effort performed on behalf of ONR. The undersigned individual agrees that he will promptly notify the ONR Office of Counsel of any attempt by an individual (including any contractor personnel), company or Government Representative to gain unauthorized access to such information, and of any disclosure of such information to unauthorized parties. Such notification shall include the name and organization, if available, of the individual, company or Government Representative seeking access to such information.
2. The undersigned and his employer acknowledge that the owner of any proprietary information improperly disclosed stands as an intended third-party beneficiary of this non-disclosure agreement. In the event of an unauthorized disclosure of proprietary information, the owner of the information may seek legal recovery under this non-disclosure agreement, even though the information owner is not a formal party to the agreement.

FOR THESE REASONS the undersigned individual agrees on his own behalf, and his employer likewise concurs, to protect, respect and not disclose the proprietary information and Government mission- and procurement-sensitive information that may come to their attention as part of the contract assistance provided to ONR.

Employee Signature \_\_\_\_\_

Printed Name \_\_\_\_\_

Date \_\_\_\_\_

Concurrence by the employer:

Supervisor/Manager Signature \_\_\_\_\_

Printed Name \_\_\_\_\_

Date \_\_\_\_\_

<sup>1</sup> Government Representative is defined as any Government employee, either military or civilian, not assigned to the activity or program office for which the effort is being performed.

<sup>2</sup> This information includes, but is not limited to, contractor proposals, proprietary data and commercial information, reports and other information in the Government's possession, including information contained in contracts/grants/agreements and associated records and files